

**Wethersfield Library Board
Minutes of October 27, 2009**

Members present: Kim Bobin, Susan Grady, Ralph Horowitz, Clare Meade, Brad Milvae, Polly Moon, David Troy, Tim Tuell

Excused: Jenny Miglus

Others: Laurel Goodgion, Library Director, Luci Domick, Friends of the Library;

CALL TO ORDER: Chairperson Polly Moon called the meeting to order at 7:04.

PUBLIC COMMENT: None

ADDITIONS TO THE AGENDA: None

CHAIRMAN'S COMMENTS: None

FRIENDS OF THE LIBRARY:

- The Friends annual meeting on October 13 went well. Judith Ivie was a good speaker. She sold a lot of her books and donated one of each of her books to the library.
- Officers for the Friends will be elected at the November 10 meeting.
- The Friends will do one more membership drive mailing. The artwork for the membership ad in *Wethersfield Life* was better for the second run.
- David Troy suggested the Friends might create a flyer to be distributed through the schools to attract new members.

[Clare Meade arrived at 7:14]

COUNCIL LIAISON: No report

APPROVAL OF MINUTES OF SEPTEMBER 22, 2009

It was moved, seconded and carried to approve the minutes as amended to include absentees.

QUESTIONS FOR THE LIBRARY DIRECTOR

- Kim Bobin asked how the staff was coping with the large volume of loans and returns. Laurel reported that they are managing. Book orders had fallen behind, but the staff is getting caught up with this now.
- Clare Meade said the library will keep track of library activity and will be able to make comparisons from year to year. Comparisons will also be made between pre- and post-renovation staffing levels. Laurel reported that loans are way up from 2004. The door counter has some slippage, so the number of visitors to the library may be under-reported.
- Susan Grady reported that she spoke with Lee Slater from Congressman Larson's office in Washington about the RFID system for the library. It was not included in the original appropriations bill. Lee said he would try to find some other ways to fund it. Susan will keep in touch with him.
- Laurel reported that the Library Savings Calculator has been added to the library's Web page.
- Laurel attended a workshop on Managing During a Downturn, given by the Hartford Foundation for Public Giving.
- The feedback from the strategic planning community forum was very positive.

Approved

- Joan Guthier has created a volunteer handbook and has held an orientation program for prospective volunteers. She is working with Meher Schulman, a volunteer who is also serving as volunteer coordinator.
- The library is offering two seminars on How to Use the Library to Look for Jobs, November 19 and December 3. Both are Thursday nights, 6:30-8:00.
- Laurel is asking B.J. Smith to offer another series of book discussions.
- Laurel distributed and explained the Collection Turnover Rate for fiscal year 2008-2009. The average age of a [public library] collection should be five years. There is a need to do more weeding to achieve a "lean collection".
- Laurel distributed a brochure on "The Wethersfield Library Mural." The Friends had previously restored the mural.

[7:49 pm –Luci Domick left the meeting.]

PROPOSED 2010 LIBRARY BOARD MEETING SCHEDULE

- **It was moved, seconded and carried to approve the 2010 Library Board meeting schedule.**

POLICY REVIEW

- **It was moved, seconded and carried to approve the revision of the Meeting Room policy as amended.**

COMMITTEE REPORTS

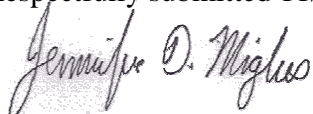
- Outreach Committee – The Outreach Committee met on October 6 to discuss future plans. Much of their work will occur after the election.
- Finance Committee –
 - This committee is in the process of changing banks.
 - Tim Tuell and Laurel are interviewing fund custodians.
 - The committee proposed a Gifts and Donations policy. **It was moved, seconded and carried to approve the Gifts and Donations policy as revised.**
 - David Troy distributed and explained the proposed Library Investment Policy. **It was moved, seconded and carried to approve the Library Investment Policy as proposed.**
 - Polly Moon complimented the Finance Committee on their work in creating the policy. She suggested updating the role and responsibilities of the Finance Committee as described in the by-laws.
 - Clare said that once a bank and fund custodian is/are found, a small amount of money will be moved to the fund. She also suggested that the gift policy and Leave a Legacy brochure be posted on the Website.
 - Laurel distributed a draft of Leave a Legacy brochure. Once finalized it will be distributed in the community.

OTHER BUSINESS: None

At 8:22 it was moved, seconded and carried to adjourn the meeting.

Next month's meeting will be on November 14, at the retreat at the Solomon Welles house.

Respectfully submitted 11/08/09,



Jennifer D. Miglus, Secretary [Thanks to Susan Grady for taking notes.]